



REQUEST FOR PROPOSALS  
FOR THE DEVELOPMENT OF A  
LANDFILL GAS END USE PROGRAM  
FEBRUARY 22, 2021

City of Lawton  
Public Works  
212 SW 9th Street  
Lawton, OK 73501

## **1.0 INTRODUCTION**

The City of Lawton, Oklahoma (City) is releasing this Request for Proposals (RFP) for the development of a landfill gas end use program. We have requested that your company, as with others, submit proposals to the City of Lawton for these services.

The program would be established to collect and process landfill gas (LFG) generated at the City of Lawton Landfill. The City is interested in obtaining proposals from companies who can provide all aspects of a successfully managed and operated program to collect and process landfill gas. Proposals should primarily address proposed collection methods, whether by the City or the respondent and any proposed processing alternatives including renewable credits, medium/high BTU alternatives, power generation, pipeline injection, etc.

The selected firm shall provide services for the duration of the program from the concept phase to daily operation. The proposal shall include an evaluation of the existing gas collection and control system (GCCS) operation and, in terms of gas composition and volumes, system expansion or modification options, proposed gas processing facility type and size (if proposed), land and utility requirements, and proposed revenue sharing for the project.

Participation in this RFP is voluntary and the City shall not pay for the preparation of any information submitted by a respondent or for the City's use of that information. All costs directly or indirectly related to preparation of a response to the RFP or any presentation required to supplement and/or clarify a solution which may be required by the City shall be the sole responsibility of and shall be borne by the participating respondents. Receipt and acknowledgement of any proposal does not imply or provide any right or interest in the landfill gas end use project, or expectation of any action on the part of the City.

Respondents are advised that the City does not intend to entertain arrangements which require the City's capital investment or financial contributions for the expansion of the existing GCCS or construction or operation of an LFG processing facility.

## **2.0 RFP SUBMISSION/WITHDRAWAL**

Mail or deliver three (3) hard-copy originals, and one compact disc or USB thumb drive of all information in sealed packages. Organization name and address should be marked on the outside of the package.

To facilitate review and processing, the City requires that all proposals be received by the City before **5:00 P.M., CST on April 2, 2021.**

Mail proposals to:

Larry Wolcott, P.E.  
Public Works Director  
City of Lawton  
212 SW 9th Street  
Lawton, OK 73501

Proposals may also be delivered to:

City of Lawton  
Public Works Administration  
2202 SW 3rd Street  
Lawton, OK 73501

Applicants may withdraw their proposal by notifying the City at any time prior to the submission deadline, upon presentation of acceptable identification as a representative of such company.

All proposals will become a public record of the City upon receipt and are subject to disclosure consistent with the Oklahoma Open Records Act.

### **3.0 PROPRIETARY INFORMATION**

If a respondent does not desire proprietary information in the proposal to be disclosed, it is required to identify all proprietary information in the proposal. This identification will be made by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the respondent fails to identify proprietary information, it agrees that by submission of its proposal that those sections shall be deemed non-proprietary and made available upon public request. Respondents are advised that the City, to the extent permitted by law, will protect the confidentiality of their proposals.

### **4.0 CITY SOLID WASTE SYSTEM**

The City currently receives about 550 to 650 tons of solid waste per day at the City's Landfill. The City has not undertaken a waste composition study but expects that its municipal solid waste stream is typical of most communities of its size range (pop. 96,867, 2010 US Census) in the Southwest.

The City's Landfill began accepting waste in 1972 and completed construction of a landfill gas collection and control system (GCCS) in 2013. The GCCS consists of 42 interconnected wells, blower/flare skid and candlestick flare. Current landfill gas system

flow rate is in the 450 – 500 scfm range and all collected landfill gas is flared. The current waste acceptance rate of 550 to 650 tons of waste per day includes all deliveries of municipal solid waste, construction and demolition debris, tree debris, commercial waste, sludge, etc. All waste collection vehicles pass over the scale to record the weight of waste disposed at the landfill. Current waste-in-place is approximately 5.2 million megagrams and the annual waste deliveries to the landfill for the past five years are shown below:

Year	Tons/Year
2016	184,712
2017	194,030
2018	178,364
2019	180,422
2020	189,551

## 5.0 **PROPOSAL FORMAT**

Proposals submitted in response to this invitation should be limited to 30 pages and shall include, but are not necessarily limited to, the following sections:

I. **Letter of Transmittal** – A letter which identifies the respondent proposing development of the program. The letter should also contain statements identifying the type of business making the proposal (e.g., sole proprietorship, partnership, non-for-profit, corporation, etc.). Also identify whether the business is incorporated in Oklahoma, another state, or foreign country.

II. **Executive Summary** – Highlight the most important elements of the proposal and provide a restatement of your company's understanding of the project as well as the company's approach to designing, implementing and funding a project of this nature.

III. **Description of Program** – Describe, in as much detail as possible, development and operation, and what benefits the respondent and City will derive from the landfill gas program at a minimum:

- a) LFG collection system operation, monitoring, and maintenance whether by the City or respondent.
- b) Processing methods, to be performed in an existing or proposed facility.
- c) Recommendation of the size of any proposed facility including square footage, processing capacity, staffing, etc.
- d) Discuss possible locations and funding of any proposed facilities.
- e) Comment on the ability/need to expand the collection system or future gas processing facilities in the future.
- f) Indicate any expectation of the City of Lawton regarding ongoing quantity of waste stream supply.
- g) Describe any potential savings or income the City could realize through revenue sharing, reduction in labor, equipment, materials, etc.
- h) Provide samples of reporting that your company could provide to the City on a daily, weekly, monthly, quarterly, or annual basis.
- i) Address proposed methods of operation, maintenance and ownership of all existing and future systems necessary for completion of the project.
- j) Provide copies of a current sample contract (with sensitive information blocked out) between the developer and other governmental agency.

IV. **Performance Commitments** – Describe the parties to be involved with respect to the proposal and the status of their long-term commitment and ability (financial and otherwise) to develop the project.

V. **General Terms and Conditions Requirements** – Specify any general or contract terms or conditions required by the respondent in order to achieve development of the project.

VI. **Qualifications of Applicant** – Provide the qualifications of the respondent and team assembled to achieve Description of Project.

VII. **Statement of Financial and Performance Capacity** – Indicate the financial capacity of the respondent and team assembled to achieve Description of Project.

VIII. **References on Similar or Past Activities** – Provide a record of all projects, similar in size and scope to this project in the past five (5) years.

Each project should include:

- a) Current pertinent professional and financial references (names, addresses, and phone numbers) which the City may contact in relation to the respondent's qualification, experience, work and financial capacity.
- b) Description of the processes employed.
- c) Business associates or subcontractors (names, addresses, and phone numbers) which the City may contact in relation to the respondent's performance in similar or related projects.

IX. **Proposed Business Arrangement** – Provide details on the proposed business arrangement between your firm and the City such as the following aspects:

- a) Proposed length of all agreements.
- b) Proposed revenue split, if any, with the City.
- c) Anticipated capital costs for construction of new systems or expansion of existing systems both on and off site.
- d) Proposed property/equipment lease purchase arrangement if any.
- e) General time frames for property acquisition, design, permitting, construction, start-up of any proposed facility, and revenue generation.

X. **Additional Information** – Provide any additional information, if available, which the respondent considers pertinent for consideration of the proposal, such as:

XI. **Insurance** – provide a Certificate of Insurance indicating your company's professional liability and other insurance coverage or a statement indicating current coverage.

Minimum requirements for Professional Liability Insurance and other insurance coverage shall be as follows:

Workmen's Compensation:

Employer Liability	\$500,000
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Comprehensive General Liability And Bodily Injury:

Bodily Injury	\$125,000 each occurrence
Property Damage	\$100,000 each occurrence
Combined Single Limit	\$1,000,000 aggregate

Comprehensive Automobile Liability:

Bodily Injury	\$125,000 each occurrence
Property Damage	\$100,000 each occurrence
Combined Limit	\$1,000,000 aggregate

**6.0 Clarifications and Issuance of Addenda**

Any explanation, clarification, or interpretation desired by a respondent regarding any part of this RFP must be requested at least fifteen (15) days prior to the submission deadline.

If the City, in its sole discretion, determines that a clarification is required, such clarification shall be issued in writing. Interpretations, corrections, or changes to the RFP made in any other manner other than writing are not binding upon the City, and respondents shall not rely upon such interpretations, corrections or changes.

Any interpretations, corrections, or changes to the RFP will be made by addendum. Sole issuing authority of addenda shall be vested in the City of Lawton. Respondents shall acknowledge receipt of all addenda within the responses.

**7.0 RFP Schedule**

The City has adopted the following tentative schedule with regards to the RFP:

- A. The City will receive all proposals by **5:00 P.M. CST on April 2, 2021.**
- B. The City will review and evaluate the proposals. Respondents may be offered the opportunity to discuss their proposals in person with the City's Staff Review Panel in a meeting scheduled at a date agreeable to all parties.
- C. After review, the City may take action, in its discretion, with regard to moving forward with the proposal, or it may elect to take no action.
- D. Applicants submitting proposals will be notified by the City of actions taken with respect to the proposals.

Proposals shall be completed in accordance with the requirements of the RFP.

Statements made by a respondent shall be without ambiguity, and with adequate elaboration, where necessary, for clear understanding. All proposals submitted shall be reviewed by the professional staff to determine the qualifications of each company. From this review, recommendation may be made to the City Council to select a company based upon the costs and income involved along with the professional qualifications and technical experience of the company.

Final selection and approval, if any, shall be made by the entire City Council, and after approval by the City Council, a contract will be prepared for execution.

Information derived from written responses shall be confidential, except as required for public information pursuant to state or local law. The evaluation of the qualifications will be made on the basis of the aforementioned requested information, but not necessarily limited thereto.

The City of Lawton reserves the sole right to review the proposals submitted, waive any irregularities therein, and select or reject any or all respondents that submitted proposals, should it be determined to be in the best interest of the City of Lawton.

Please direct comments, questions and any requests for information regarding this request for proposal to my email at [larry.wolcott@cityof.lawton.ok.us](mailto:larry.wolcott@cityof.lawton.ok.us) or fax at (580) 581-3421. Include Recycle Program RFP in subject line of the email. It is recommended to confirm the receipt of your email or fax by phone at (580) 581-3410.